

**Delaware Women's Hall of Fame Committee Meeting
Office of Women's Advancement & Advocacy
State of Delaware, Department of Human Resources**

Haslet Building
122 Martin Luther King Jr., South,
Dover, DE 19901
Friday, September 13, 2019
11:00 am to 12:30pm

Carvel State Office Building
820 N. French Street, 4thth Floor
Wilmington, DE 19801
(Via Videoconferencing)

Attendees:

The Honorable Nancy W. Cook
Jackie Griffith
Melanie Ross Levin-Wilmington
Tara Smith-Wilmington
Kay Keenan-Wilmington*
Chairperson

DRAFT MINUTES

Call to Order & Welcome

The meeting was called to order by the Chair at 11:00am.

Approval of Minutes from 7/12/2019 Meeting.

Motion to approve the minutes passed-All in favor, none opposed

Updates about Hall of Fame

- **Budget**-OWAA Director discussed the budget for the Hall of Fame event and shared comparisons of this year's event with that of last year, including a line by line item accounting for each category. Some costs were lower this year compared to last year. Due to increased publicity for the event and the potential for cost-savings, it was decided that printed invitations were not necessary this year.
- **Program**-The draft program is complete and the final version is expected soon. OWAA offered sponsorships in the program this year and received respectable interest including Christiana Care and others.
- **Videos**-The event will showcase short videos consisting of the honorees, guests chosen by the honoree to speak on their behalf, and information about the suffrage movement in Delaware. OWAA utilized the State of Delaware Government Information Center for videography this year and therefore the office was not charged for the creation of the videos. Video shoots for all of the honorees are nearly complete, with over 20 videos in total. John Gallagher, a Grammy award winner did a video for Marie Swajeski. All videos will be edited to 3-4 minutes.
- **Integrating Suffrage Centennial**
Ann Boylan will give a historian perspective on the suffrage movement in Delaware by video. The program will include photos and information about the movement as well. Carol Scott will give history on suffragist Blanche Williams Stubbs, one of our honorees. Jackie Griffith, Hall of Fame Committee

member will talk about the centennial for suffrage program as well as share information on the event will be held on September 26, 2020 in Dover.

- **Menu/Set up**

Committee members reviewed and discussed the menu for the event, along with the budget for the food. OWAA must have the exact head count for Dover Downs within 10 days before the event. There will be a cash bar in the receptionist area and that will help with the flow of early arrivers. The centerpieces for the tables will be provided by Dover Downs and there will also be historical props related to the suffrage movement that will be used for the tables. We are working with Dover Downs to accommodate more guests by adding tables.

- **Flow of Program**

The draft outline of the program was discussed. There is has a tight schedule due to having six honorees. The event will be streaming live on Facebook from the Governor's Facebook page on that day. The Governor John Carney and First Lady Tracy Carney will speak together and the Lieutenant Governor Bethany Long-Hall will talk about how the Hall of Fame came to existence. Previous Hall of Famers will stand up and be acknowledged. Governor Carney and First Lady Tracy Carney will take photos with the honorees before the Hall of Fame event begins. Jackie will talk about the suffrage movement and then the video of Blanche William-Stubbs will be played. Each introduction video will be two minutes, each video will be three minutes, and each speaker will have five minutes to speak.

- **Dover Downs Walk Through**

There will be a walk-through of the venue and details will be shared by the OWAA Director for anyone that would like to attend. Committee members will take care of the honorees during the event. A letter will go out so that the honorees will know who the Hall of Fame Committee members are. On day of event, Committee members are to arrive no later than 4:30pm.

Next Meeting: October 24, 2019 10:00am-11:30am

Motion to adjourn, all approved. None opposed.